IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

In the matter of the	)	ADMINISTRATIVE ORDER
Implementation of Supreme Court Administrative Order 93-52	)	NO. 93-076
_____	)	

Supreme Court Administrative Order 93-52 with attached MINIMUM ACCOUNTING STANDARDS AND COMPLIANCE CHECKLIST FOR ARIZONA COURTS, effective September 14, 1993, requires all courts in Arizona to comply with the order by December 13, 1993. All departments of the Court Institution in Maricopa County handle money in one form or another, and in greater and lesser amounts, and, therefore, also need to properly account for that money.

The Administrative Office of the Courts (AOC) is presently conducting operational reviews of the courts in Arizona. A copy of the "Court Operational Review Evaluation" form used by AOC has been appropriately distributed in Maricopa County. AOC staffing does not permit but a small number of reviews per year. Operational reviews are for the betterment of the Court Institution. Operational reviews are also consistent with the continuing practice of the Court Institution to examine means of reducing expenditures, means to enhance revenues, and means to more effectively and efficiently do the business of the Court Institution. Even if AOC staff is unable to conduct operational reviews of all courts in Maricopa County, each court can and should conduct a self-review of their operations using the AOC form.

In the cover letter to Administrative Order 93-52, the Chief Justice stated several additional steps that will be taken, including

* Requiring all courts to implement automated cash and case management systems by September, 1994;

* Increasing the number of operational reviews, and coordinating this activity with the Auditor General's Office;

* Establishing standardized recordkeeping procedures; and

* Increasing training for judicial and non-judicial staff.

The cover letter by the Chief Justice, dated September

15, 1993, and Supreme Court Administrative Order 93-52 have been distributed to the heads of all court departments in Maricopa County.

It is the responsibility of the presiding judge in Maricopa County to ensure compliance with Supreme Court Administrative Order 93-52 within Maricopa County by the superior court, the justice of the peace courts, the municipal courts, the Clerk of the Court, the Adult Probation Department, and Court Administration.

By separate administrative order the presiding judge in Maricopa County will appoint a committee of judges and administrators to develop standard recordkeeping procedures for use by the municipal courts upon approval by the presiding judge of Maricopa County.

Accordingly, it is

ORDERED that all court departments shall also comply with Supreme Court Administrative Order 93-52.

ORDERED that it is the personal responsibility of the Chief Adult Probation Officer and the Superior Court Administrator to ensure compliance within their respective departments with Supreme Court Administrative Order 93-52.

ORDERED that by not later than **MONDAY, DECEMBER 13, 1993**, the judges and administrators listed below shall submit to the presiding judge of Maricopa County a fully completed Compliance Checklist for:

Each municipal court signed by the Presiding Municipal Court Judge;

Each Justice of the Peace signed by the Justice of the Peace;

The Clerk of the Superior Court signed by the Clerk of the Superior Court;

The Juvenile Court signed by the Presiding Juvenile Court Judge;

The Adult Probation Department signed by the Chief Adult Probation Officer; and

Superior Court Administration signed by the Superior Court Court Administrator.

ORDERED that planning toward the implementation in all courts in Maricopa County of cash and case management systems by September, 1993, shall continue through the monthly meetings of the presiding judge of Maricopa County, the presiding municipal court judges, and the justices of the peace until a further or different administrative order by this court or the Supreme Court.

ORDERED that all COJET trainers in Maricopa County will immediately begin to work with court personnel, AOC staff, and the Arizona Judicial College to develop any appropriate training regarding the accounting standards not otherwise being conducted, and to develop any case management training not otherwise being conducted and to make such training available as soon as possible even if more general classes must be canceled.

ORDERED, in accordance with Administrative Rule VI-A, Section 2, that the presiding justice of the peace and the justice court administrator shall begin immediately to develop uniform case management and recordkeeping procedures for implementation by September 6, 1994, and shall advise the presiding judge of Maricopa County on a monthly basis of the progress in such development.

ORDERED that all municipal courts, all justice of the peace courts [except South Phoenix and Northwest Phoenix], the Juvenile Court and the superior court shall submit a fully completed self-evaluation of operational procedures using the AOC Court Operational Review Evaluation form to which they shall add any operational procedures not presently covered by that form to the presiding judge of Maricopa County by not later than **FRIDAY, MARCH 4, 1994**.

Done on October 12, 1993.

_____

C. Kimball Rose, Presiding Judge

Maricopa County

Distribution of the foregoing Order as follows:

Original: Clerk of Superior Court

Copies:
All Court Department Heads
All Presiding Departmental Judges
All Presiding Municipal Court Judges
All Justices of the Peace
Superior Court Administrator
Justice Court Administrator
All Municipal Court Administrators
Court Management Team Members (fka Administrative Steering Committee)
Members of the Board of Supervisors
Roy Pederson
Don McDaniel
Portia Erickson
Sandi Wilson
Dave Byers
Chief Justice Feldman
All COJET Trainers
Karen Waldrop